## Job Title: Plan Review Supervisor

**Department:** Development Services

**Immediate** 

**Supervisor:** Chief Building Official

<b>Origination Date:</b>	05/17/2007
<b>Revision Date:</b>	07/01/2012
Job Grade	608
FLSA Status	Exempt

#### **BRIEF DESCRIPTION OF THE JOB:**

Supervises and assigns the work of Development Services Technician, Building Safety Plan Review and Fire Plan Review staff, and participates in the work of plan review. Analyzes and interprets complex construction and planning documents for compliance with City requirements, including review of engineering plans and technical reports for both private development and City capital improvements projects, review of final plats, preliminary plats, and site plans. Ensures work quality and adherence to established policies and procedures; performs the more technical and complex tasks relative to assigned area of responsibility including to serve as a technical resource to staff; and performs related duties as assigned. Acts as Chief Building Official during his/her temporary absences.

#### **ESSENTIAL FUNCTIONS:**

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Plans, organizes, directs, and evaluates the performance of assigned multi-disciplinary staff; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends compensation and provides other rewards to recognize performance; recommends disciplinary action to address performance deficiencies, in accordance with the City's Personnel Policies and Administrative Guidelines. Acts as Chief Building Offical in his/her absence.
2	S	Participates in the selection of assigned multi-disciplinary staff; provides or coordinates staff training; and works with employees to correct deficiencies. Establishes schedules and methods for providing diverse services; identifies resource needs; reviews needs with appropriate management staff; and allocates resources accordingly.
3	S	Provides leadership and works with staff to ensure a high performance, customer- service oriented work environment that supports achieving the department's and the City's mission, objectives and values. Participates in the development of the assigned program budget, tracks and projects revenues, forecasts funds needed for staffing, equipment, materials, and supplies, monitors and approves expenditures, and recommends budgetary adjustments as necessary.

	Physical Strength	
	Code	ESSENTIAL FUNCTIONS
4	L	Performs difficult and complex engineering tasks related to plan review; reviews complex and difficult construction plans including those for single and multiple family dwellings, residential additions, alterations, and repairs, commercial and industrial structures and buildings as well as additions, alterations and repairs and other projects.
5	L	Reviews and verifies engineering calculations and architectural plans, grading plans, soil engineering recommendations, and related items to ensure compliance with applicable codes and ordinances as well as performance requirements and seismic design provisions; indicates corrections for both plans and calculations; communicates in writing with engineers, architects, and others regarding plan review findings and proposed corrections.
6	L	Reviews and evaluates the most difficult and complex proposed building plans and specifications to ensure that proposed construction complies with building, fire, environmental, flood hazard, design, energy, grading, and related codes.
7	S	Makes code interpretations, responds to more complicated inquiries, and provides information to architects, engineers, contractors, building designers, owners, and the general public regarding plan review, policy, permit issuance and other code-related items and issues.
8	S	Coordinates activities, plan review processing and permit issuance with other City staff and staff from agencies including counter technicians, planners, inspectors, building officials, engineers, fire inspectors, health department plan checkers, and others; assists other divisions and departments, including Planning, Economic Development, Engineering, Public Works, and Finance, in providing information and answering inquiries regarding various projects, fees, plans examination, code interpretations, internal divisional policy and procedures, determination and calculation of valuations, permit costs, and related fees.
9	S	Explains, interprets, and provides guidance regarding applicable codes, regulations, hand-outs, and related materials to the public, architects, engineers, contractors, developers, owners, staff, and other interested parties; answers questions regarding building codes and requirements and interprets plans for field inspectors; resolves highly complex and sensitive customer service issues, either personally, by telephone or in writing; maintains records and documents of customer service issues and resolutions.
10	S	Performs document research and filing; enters data; prepares and maintains records and procedures, correspondence and documentation as necessary. Performs related duties as assigned.
11	S	Maintains current knowledge of new trends and innovations related to area of assignment including new and revised codes as well as new materials and products; attends and participates in job related seminars and professional group meetings.

### **JOB REQUIREMENTS:**

	JOB REQUIREMENTS
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with a two year associate's degree, diploma or equivalent from a college, technical, business, vocational, or correspondence school. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience Certifications and Other Requirements	Minimum five years experience in a related field.  Valid Driver's License <i>Community Development</i> : ICC Building Plans Examiner Certification and ICC Plans Examiner Certification in one of the following: Electrical, Plumbing or Mechanical.
Reading	Work requires the ability to read general correspondence, documents, engineering technical standards, installation standards, engineering manuals and reports at a college level.
Math	Work requires the ability to perform engineering calculations, trigonometry, algebra, geometry, and general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write general correspondence, memorandums, handouts, letters, and technical engineering reports at a college level.
Managerial	Semi-complex - Work requires supervising and monitoring performance for a regular group of employees including providing input on hiring/disciplinary actions and work objectives/ effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions.
Budget Responsibility	Moderate - Supports the preparation of budget documents; may do research to justify data used in documents for a unit or division of a department. May recommend budget allocations. Often compiles data and/or enters or oversees data entry. May have responsibility for monitoring budget expenditures (typically non-discretionary expenditures).
Policy/Decision Making	Significant - The employee normally performs the job by following established standard operating procedures and/or policies. There is a choice of the appropriate procedure or policy to apply to duties. More complex work as well as decisions with more significant impacts are typically reviewed prior to being finalized.
Technical Skills	Broad Application - Work requires a comprehensive, practical knowledge of a technical field with use of analytical judgment and decision-making abilities appropriate to the work environment of the organization.
Interpersonal / Human Relations Skills	High - Interactions at this level usually impact the implementation of policies. Contacts may involve interpretation of how policies are implemented and may require discussion and the support of controversial positions or the negotiation of sensitive issues or important presentations. During interactions on policy implementation, contacts may also involve stressful, negative interactions requiring high levels of tact and the ability to respond to aggressive interpersonal interactions.

## **Physical Demands**

**Frequency Code Scale** 

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

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Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)	Physical Demand	Frequency Code (Mark only one)	Description: (Check all that apply)
Standing	□ N □ R □ O ⊠ F □ C	✓ Making presentations     ✓ Observing work site     ✓ Observing work duties     ✓ Communicating with       co-workers	Pushing/ Pulling	□ N □ R ⊠ O □ F □ C	<ul><li>☒ File drawers</li><li>☐ Equipment</li><li>☒ Tables and chairs</li><li>☐ Hoses</li></ul>
Fine Dexterity	□ N □ R □ O ⊠ F □ C	<ul> <li>☑ Computer keyboard</li> <li>☑ Telephone keypad</li> <li>☑ Calculator</li> <li>☐ Calibrating equipment</li> </ul>	Climbing	⊠ N □ R □ O □ F □ C	☐ Stairs ☐ Ladders ☐ Step stools ☐ Onto equipment
Walking	□ N □ R ⊠ O □ F □ C	<ul><li>☒ To other departments/offices</li><li>☒ Around work site</li></ul>	Vision	□ N □ R □ O □ F ☑ C	<ul><li>☒ Reading</li><li>☒ Computer screen</li><li>☒ Driving</li><li>☒ Observing work site</li></ul>
Lifting	□ N □ R ⊠ O □ F □ C	<ul><li>☑ Supplies</li><li>☐ Equipment</li><li>☑ Files</li></ul>	Foot Controls	□ N ⊠ R □ O □ F □ C	<ul><li>☑ Driving</li><li>☐ Operating heavy equipment</li><li>☐ Operating Dictaphone</li></ul>
Carrying	□ N □ R ⊠ O □ F □ C	<ul><li>☑ Supplies</li><li>☐ Equipment</li><li>☑ Files</li></ul>	Balancing	⊠ N □ R □ O □ F □ C	☐ On ladders ☐ On equipment ☐ On step stools
Sitting	□ N □ R □ O □ F ⊠ C	<ul><li>☑ Desk work</li><li>☑ Meetings</li><li>☑ Driving</li></ul>	Bending	□ N ⊠ R □ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground ☐ Making repairs
Reaching	□ N □ R ⊠ O □ F □ C	<ul><li>☑ For supplies</li><li>☑ For files</li></ul>	Crouching	□ N ⊠ R □ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground
Handling	□ N □ R ⊠ O □ F □ C	☑ Paperwork ☐ Monies	Hearing	□ N □ R □ O ⊠ F □ C	⊠ Communicating via     telephone/radio, to     co-workers/public     □ Listening to equipment
Kneeling	□ N ⊠ R □ O □ F □ C	☐ Filing in lower drawers ☐ Retrieving items from lower shelves/ground	Twisting	⊠ N   □ R   □ O   □ F   □ C	☐ From computer to telephone ☐ Getting inside vehicle
Crawling	⊠ N □ R □ O □ F □ C	☐ Under equipment ☐ Inside attics/pipes/ditches	Talking	□ N □ R □ O ⊠ F □ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

<b>Physical Demands (continue</b>	u <i>i</i>							
Machines, Tools, Equipment	·	Aids						
Telephone, copy machine, fax machine,			ctronic scale, s	mart lever, m	easurin	g tane/wheel		
тегерионе, сору имение, нах имение,	отнее заррнез,	carculator, cic	etrome searc, s	mart ic ver, in	Cusurm	g tupe, wheer		
	0.							
<b>Computer Equipment and S</b>								
Personal Computer, printer, standard wi	ndows and offic	e software, Lot	tus Notes, H.T.	E., Internet, A	AutoCA	D, ArcView.		
<b>Environmental Factors:</b>								
Environmental Condition	ns	Never	Seasonally	Several T Per Mor		Several Ti		Daily
Extreme temperature								
(heat, cold, extreme temp. changes from the changes from	om outside	$\boxtimes$						
work) Wetness and/or humidity				_				
(bodily discomfort from moisture)		☒						
Respiratory hazards (fumes, gases, chemicals, dust and di	rt)	$\boxtimes$						
Noise and vibration								
(sufficient to cause hearing loss) Physical hazards		×	_	_				
(high voltage, dangerous machinery, prisoners, patients – <u>not customers</u> )	aggressive	X						
Health and Safety Condition	c•							
Health and Safety Conditions	N = Never	R = Rarel	v O = O	ccasionally	F=	Frequently	C =	Constantly
	Never	Less than	_	r more of		n 1/3 to 2/3		or more of
	occurs	hour per we	eek th	e time	of	the time	t	he time
Mechanical hazards	X			<u> </u>				
Chemical hazards	X X			<u> </u>				<u> </u>
Electrical hazards Fire hazards	X							
Explosives	X							<del>-</del>
Communicable diseases	X							
Physical danger or abuse	X							
Other (specify)	X							
Primary Work Location:  ☐ Office Environment ☐ Warehouse ☐ Shop ☐ Vehicle ☐ Recreation Centers/Neighborhood ☐ Outdoors ☐ Other (Specify)	d Centers							
Protective Equipment Requi	red:							

### **Job Demands**

#### **Overall Strength Demands:**

	Overall Strength Demands
⊠ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
☐ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

## **Non-physical Demands:**

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	×			
Emergency Situations				×
Frequent Change of Tasks		×		
Irregular Schedule/Overtime			$\boxtimes$	
Performing Multiple Tasks Simultaneously		×		
Working Closely with Others as Part of a Team		×		
Tedious or Exacting Work		×		
Noisy/Distracting Environment	×			
Other (Describe below.)				

#### **EXPECTED BEHAVIOR:**

#### Manager/Supervisor – Expected Behavior

The incumbent is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments
- Make time for your employees.
- Maintain confidentiality
- Ensure work plans are prepared and communicated to employees at the time of hire and subsequent dates.
- Ensure evaluations in your area are turned in on time, and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure all new employees are trained and mentored
- Prepare career plans. Ensure tools/resources are available for employees to achieve goals
- Walk the talk be an advocate for the Goodyear culture
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings
- Be a champion of the cities policies and procedures and the classification and compensation program.
- Create and implement ethical standards for your worksite
- Respond to personnel issues immediately
- Ensure employees are allowed to participate ion teams and have time to do so
- Prepare and update standard operating procedures, and departmental operation plans annually.
- Ensure that your employees have the necessary resources they need to be successful within budgetary constraints.
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor department accomplishments related to performance indicators
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Motivate your employees provide positive feedback
- Be visionary anticipate issues
- Mentor and build internal capacity in order for the employees to be able to compete
- Support organizational change
- Support the City's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors, and vendors.
- Understand and interpret City policies and procedures, and make rational decisions/ recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations

- Encourage teamwork and participation by all employees
- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

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#### SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
Tob Title of Department Director	Signature of Department Director	Date
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The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.